

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP82-00357R000600120011-5

DD/O 74-3639

Executive Registry

74-3639

16 July 1974

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Time-In-Grade Requirements for Promotion

9031

REFERENCE: Memorandum, dated 18 April 1974, to DCI
from Director of Personnel, same subject

1. In referent memorandum, the Director of Personnel states that the Intelligence, Management and Services, and Science and Technology Directorates evaluate personnel for promotion without regard for time-in-grade. The Director of Personnel points out that the Operations Directorate shows willingness to treat such requirements liberally by asking components to recommend outstanding individuals for promotion without regard to the time-in-grade factor.

2. The Director of Personnel is essentially correct. The Evaluation Boards do establish at each annual session a time-in-grade period for officers to be eligible for promotion consideration. To be sure that all Operations Directorate careerists are reviewed annually for promotion consideration, the components are told in the call letter that truly unusual and exceptional cases may be forwarded without regard to the given time-in-grade requirement. The components in reviewing their officers at the grade level concerned are expected to review the record of every officer to be sure that none is overlooked.

3. In addition, the following is quoted from the foreword of the new issuance "Personnel Evaluation System" which will be distributed to every member of this career service: "The Evaluation Boards meet annually to review all officers in each grade from GS-08 through GS-16. Official personnel and home base files are carefully reviewed to determine relative ranking in the highest percentile for promotion, the middle percentile, and the lowest percentile for possible administrative action. Every officer's record will also be reviewed for appropriate recommendations concerning career development, additional training, rotation assignments to broaden and challenge the officer's capabilities and, where considered necessary, counseling."

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4. The time-in-grade requirements for Evaluation Board promotional consideration have been established because of the hundreds of files and records the Boards must review in the ranking process. By having the Directorate components act as career sub-groups in the initial reviews for promotion consideration we are, we believe, making doubly sure that no worthy individual is passed by because of time-in-grade requirements and at the same time permitting the Boards to give full and careful attention to the additional annual reviews concerning career development, training, rotational assignments, and the identification of those careerists with the potential for executive development under the Personnel Development Program.

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Acting Deputy Director for Operations



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Register

74-33973

FROM:

EXTENSION

NO.

10 Aug 74

DATE

16 July 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DCI

7/16

8/10

wcy
21

2.

DDO

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

It would seem to me that if the Boards do rank all officers & review all officers for career consideration that the time-in-grade requirement is inconsistent and unnecessary, & could be dropped without effect on the actual procedure - Obviously only exceptional cases would float to the promotional top, but there would be no barrier (or extra friction) to their doing so -

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FORM

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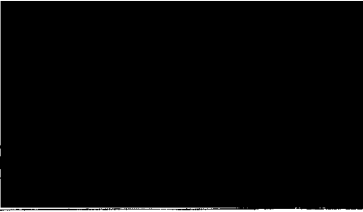
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	<i>Director of Personnel</i>	29 AUG 1974			
2	<i>Mr. James</i>	19 Aug	<i>J</i>		
3	DD RHP	8/20/74	<i>DK</i>		
4	DD Pte	21 AUG 1974			
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks: <i>Fred,</i> <i>I thought you would</i> <i>be interested in the</i> <i>attached</i>					
					
6 AUG 1974					
FOLD HERE					
FROM: NAME,					DATE
<div style="display: flex; justify-content: space-between;"> UNCLASSIFIED CONFIDENTIAL SECRET </div>					

FORM NO. 1-67

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(40)

STATINTL